CONCORDIA
UNIVERSITY

audio-visual department

service directory

1983-84

audio-visual department

service directory

The Audio-Visual Department manages a broad range of installations, equipment and resources to service the Concordia community on both campuses according to standard policies and procedures.

The aim of the Department is to make available the latest and best developments in communications technology to enhance the effectiveness of the University in its academic, administrative, cultural, social and community activities.

The staff of the Audio-Visual Department request understanding and cooperation in observing a minimum of simple but essential ground-rules.

- At least 72 hours notice for booking facilities and softwares
- Proper University identification and authorization when withdrawing supplies or equipment
- Prompt return of loan materials on expiry of standard loan-periods or payment of overdue fines
- Protection of University property from loss, breakage or damage
- Cooperation with Audio-Visual staff

Hours of Operation

Offices:	SGW	Monday - Friday	09:00-17:00 Tel: 4000
	LOYOLA	Monday - Friday	09:00-17:00 Tel: 576

Service Areas: As indicated

Equipment Depots

- Loans & reservations of portable equipment
- Sales of supplies and materials
- Production of xerox transparencies
- Classroom facilities
- Reporting of emergencies

SGW

Hall Building	Mon-Fri	08:30-23:00	H421	Tel: 4446
VA Building	Mon-Fri	09:00-12:00 14:00-18:00	VA042	Tel: 7387

Loyola

Admin. Building			
Monday - Thursday	08:30-22:30	AD104	Tel: 576
Friday	08:30-17:00		

Facilities Booking Centres

72 hours notice is compulsory on all bookings

- Preparation of exhibitions, displays, events
- Reservation of studios, fixed installations and facilities
- Scheduling of specialist operators and technicians on assignment
- Film projections and videotape playbacks
- Organization of cinema events

SGW

Hall Building			
Monday - Thursday	10:00-16:00	H341	Tel: 4351

Loyola

Admin. Building			
Monday - Thursday	08:30-22:30	AD105	Tel: 576
Friday	08:30-17:00		

Film and Videotape Search and Bookings

72 hours notice is compulsory on all bookings

Reference:
Indexes and catalogues of films and videotapes, classified by subject and title.

Bookings:
Bookings of films and videotapes from Concordia collections and outside agencies.

Preview:
Reservations of screening rooms.

SGW

Hall Building	10:00-16:00	H341	Tel: 5974
Norris Library Non-Print (Reference only)	09:00-21:00	N422	Tel: 8182

Loyola

Vanier Library Non-Print	09:00-17:00	VL127	Tel: 365

Cinemas

- Theatrical presentation of films in all standard formats

SGW

Hall Building	H110 H435	
Visual Arts Building	VA114	
Room Booking	H102	Tel: 4586
Projectionist and Facilities	H341	Tel: 4351

Loyola

F.C. Smith Auditorium	FC	
Room Booking	FC003-2	Tel: 524
Projectionist and Facilities	AD105	Tel: 576

Language Laboratories

- Scheduling of group access to Language Laboratories equipped with audio and video playback facilities, a modular tutorial lab and a computer lab
- Individual access to lab programmes
- Duplication of authorised audio recordings
- Sales and rentals of language programmes materials.

SGW

Hall Building	09:00-21:30	H527	Tel: 5977

Loyola

Central Building	09:00-21:30	CC203	Tel: 576

Individual/Self-Paced Learning Centres

- Individual access to library collections of discs, audio and video tapes, multi-media kits, slides, film loops
- Use of carrels with audio, video and projection facilities
- Computer-assisted learning programmes

SGW

Norris Library Non-Print	N422	Tel: 8182
Science and Engineering Library Non-Print	H1031	Tel: 7338
AVD Modular Language Lab	H523	Tel: 5977

Loyola

Vanier Library Non-Print	VL127	Tel: 365

Avista Workshops: Audio-Visual In-service Training Area

- Hands-on training in the use of AV equipment
- Do-it-yourself preparation and duplication of:
  - Slides, photographs, and transparencies
  - Art work and posters
  - Laminations and dry-mounts
  - Slide-tape presentations
- Audio tape editing
- Betamax and ½" videotape editing

SGW

2150 Bishop	09:00-17:00	K301	Tel: 8052

Loyola

Admin. Building	10:00-22:00	AD101	Tel: 576

Production Services

Audio

- Two-track production studio (self operate), Studio C, H029
- Eight-track production studio (self operate), Loyola. AD104

Film

- 16mm sound transfers, film sound mixing, post-sync recording, sound recording.
- Camera rentals Studio D VA048

Video

- Three camera colour studio with ¾" editing, Studio A, H0029
- Studio floor with lighting, Studio B H423
  Loyola AD107

Bookings & Information

SGW	H341	Tel: 4351
Loyola	AD105	Tel: 576

Graphics

- Illustrations
- Technical and perspective drawing
- Maps, charts, diagrams, graphs
- Typographical design and layout
- Consultation

SGW

2150 Bishop	09:00-17:00	K201	Tel: 5849

Loyola

Admin. Building	10:00-22:30	AD105	Tel: 576

Photography

- Studio and location photography, black and white or colour
- Processing, contact printing, enlarging
- Slide production and duplication
- Toning, re-touching, restoration
- Graphic Arts camera stats (Loyola)
- Hands-on black and white darkroom facilities (Loyola)

SGW

Hall Building	09:00-17:00	H340	Tel: 5976

Loyola

Admin. Building	10:00-22:30	AD105	Tel: 576

Media Production Unit

- Coordination of production services in television, film, sound, photography and graphics
- Consultation, design and evaluation of audio-visual materials.

SGW

Hall Building	H339	Tel: 4424

Research and Development

- Consultation on research, development and evaluation of instructional design
- Experimentation in computer-assisted learning
- Realization and evaluation of educational projects

SGW H605-1 Tel: 4501

Technical Maintenance and Service

- Assessment and evaluation of new technology
- Technical consultation
- System design and installation
- Servicing and maintenance of AV equipment

SGW

Hall Building	08:00-18:00	H355	Tel: 8138

Loyola

Admin. Building	08:00-18:00	AD105	Tel: 576

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HOURS OF OPERATION

LOYOLA

Mon. - Thurs.	08:30-22:30	576
Friday	08:30-17:00	

SGW

Mon. - Fri.		
Academic Services	08:30-22:30	4000
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